



COPING WITH CHANGE IN THE WORKPLACE

In today's fast-paced world, hardly a day passes without hearing about changes in the workplace, from new procedures to new equipment to new services that must be delivered. Major changes – and even more minor ones – can increase employees' stress and anxiety levels.

If you are affected by change in the workplace, you might feel anxious, unmotivated, angry or depressed. You might experience trouble sleeping, frequent headaches or loss of appetite. The good news is that you can control how you think and react to change, helping yourself feel calmer, healthier and more committed to work.

FIVE TIPS FOR HANDLING CHANGE

- » **Prepare:** Think about how you will manage your work, financial and home life so you won't be caught off guard when faced with a change. For example, take all the training you can to keep your skills current. Acquiring new skills can help, too. The more things you can do, the easier it is to fit into a new work environment.
- » **Stay positive:** It's important to acknowledge positive and negative feelings during a time of change, but try to stay focused on the positive. Negative feelings like bitterness and blame can sap your time and energy. Remember, change can also mean opportunity.
- » **Accept change:** If you accept change as a constant in your work life, it's less likely to overwhelm you.
- » **Take care of your health:** Even a short daily walk can reduce stress and anxiety, help you sleep better and increase your appetite. And a gentle stretch can work wonders for muscle aches that creep up during times of stress. A good night's sleep, or yoga, meditation may also help you feel healthier.
- » **Keep your work and life balanced:** Resist the temptation to bring work home when change results in an increased workload. Keep in mind that it's even more important to recharge during periods of increased stress.

Change is part of life. But as the Roman Emperor Marcus Aurelius Antoninus once observed, "The universe is change; our life is what our thoughts make it."

This article is for informational and self-help purposes only. It should not be treated as a substitute for financial, medical, psychiatric, psychological or behavioral healthcare advice, nor as a substitute for consultation with a qualified professional.

Are workplace changes making your life more difficult? Call your EAP!

Your Employee Assistance Program provides help in many areas that determine whether work is a positive experience for you, including:

- » Emotional health
- » Nutrition and physical fitness
- » Alcohol and substance abuse
- » Relationships with co-workers

Call any time for a telephonic consultation.

For more information, call
(866) EAP-4SOC
(866) 327-4762
TDD callers, please dial (800) 327-0801

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